

Leon County Board of County Commissioners

Employment Application

Board of County Commissioners



Separate application must be submitted for each job applied for. Copies are acceptable.

Applications must be received by 5:00 p.m. Tallahassee, FL time or be postmarked by the closing date.

Where to find vacancy information:

- On the internet at:
www.co.leon.fl.us
- Job Line: (850) 922-4944
- Channel 16
- Leon County BCC Human Resources Division
Suite 201, Leon County Courthouse (2nd floor)

POSITION APPLIED FOR

Requisition No. 011-05
Position No. 1500-19 **Date of Application** 10/18/04
Job Title APPLICATION DEVELOPMENT ANALYST
Date Available for Employment 10/30/04
Are you a current Leon County Employee ☐ Yes ☒ No
Are you a Former Leon County Employee ☐ Yes ☒ No

Equal Opportunity Employer

PH: (850) 487-2220

FAX: (850) 488-6293

INSTRUCTIONS

- Complete this application in its entirety. Type or print in ink.
- Specify the requisition number and position number for which you are applying.
- Submit your application to:
Leon County BCC Human Resources Division
Suite 201, Leon County Courthouse
301 South Monroe St.
Tallahassee, FL 32301
- Application must be complete and accurate. Sign your name on the signature line on page 4. (NOT REQUIRED FOR E-MAIL SUBMITTALS which will be deemed signed.) All information you submit is subject to verification. False statements are grounds for disqualification or employment termination.
- Use County ADA form (on website) to notify the hiring department directly and in advance if, due to a disability, you require special accommodations to participate further in the employment process.

HOW MAY WE CONTACT YOU ?

Linda G Bell

Your Name

4170 N. Mission Rd.

Your Current Address

Tallahassee	Leon	Florida (FL)	32303
City	County	State	Zip

Mailing address if different from above

850-562-1121	850-413-9946
Home Telephone	Work Phone

Other names you have used in the past :

Have you ever been a defendant in a civil action for intentional tort?

☐ Yes ☒ No

If yes, BELOW, describe the nature of the intentional tort and the disposition of the action.

CRIMINAL HISTORY INFORMATION

Please read the following carefully before you complete this section

If your answers to the following questions on criminal history are not truthful, you may not be hired. If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history.

A "YES" answer to any question(s) will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense(s) in relation to the duties of the position for which you are applying are considered. **Prior to employment, a criminal history screening will be conducted on the selected applicant to verify the information below.**

1. Have you ever been convicted of a felony or a first-degree misdemeanor? ☐ Yes ☒ No

If "YES," what were the charges? _____

Where convicted? _____ **Date of Conviction?** _____

2. Have you ever pled Nolo Contendere or pled Guilty to a crime that is a felony or a first-degree misdemeanor ☐ Yes ☒ No

If "YES," what were the charges? _____

Where ? _____ **Date?** _____

3. Have you ever had the adjudication of guilt withheld for a crime that is a felony or a first-degree misdemeanor? ☐ Yes ☒ No

If "YES," what were the charges? _____

Where ? _____ **Date ?** _____

DRIVERS LICENSE	Do you have a valid driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a commercial license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Class and Endorsements

CITIZENSHIP/AUTHORIZATION TO WORK	Leon County BCC hires only United States citizens and lawfully authorized alien workers. If offered employment, you must provide proof of citizenship or authorization to work in the U.S.
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Are you a U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If No, do you possess an I-151 Card, an I-1551, or an I-94 Card stamped "Authorized?" <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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VETERAN PREFERENCE	Check the appropriate block if you are claiming veterans' preference. Documentation substantiating your claim must be furnished at the time of application.
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<input type="checkbox"/> 1. As a veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension.
<input type="checkbox"/> 2. As the spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
<input type="checkbox"/> 3. As a veteran of any war who has served on active duty during a wartime era.
<input type="checkbox"/> 4. As the unmarried widow or widower of a veteran who died of a service-connected disability.

_____	_____	_____
Branch of Service	Date of Entry	Date of Honorable Discharge
Have you ever claimed veterans' preference and entered into covered employment by a covered employer since October 1, 1987 <input type="checkbox"/> Yes [*] No		
If "Yes", Name of Employer		

RELATIVES IN COUNTY EMPLOYMENT	To your knowledge, do you have any relatives working for the Leon BCC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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If so, please list name, relationship, and work site.

EDUCATION AND TRAINING

Level	Name/Address	Major/Minor	Level Completed	Graduated	Degree
Elementary School	Whigham Elementary, Whigham, GA		5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Middle School	Whigham School, Whigham, GA		8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
High School	Whigham High School, Whigham, GA		12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational	Lively Vocational School, Tallahassee, FL 32304	Business	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vocational
College or University	Tallahassee Community College, Tallahassee, FL 32304	Basic Studies/Business	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Professional
	Florida State University, Tallahassee, FL 32306	Housing/Business	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bachelor's Degree
	Florida State University, Tallahassee, FL 32306	Planning/Adult Ed.	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Some College Coursework
Other	Emergency Management Institute, Emmitsburg, MD	Floodplain Management/Construc	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Professional

LICENSURE/BONDING

List any professional or occupational licenses, certificates, or registrations which you currently hold(i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, etc)
Toastmasters Certification

Have you ever been bonded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, on what jobs?

WORK RECORD

Work history must be completed on this form. Resumes and other attachments will not be accepted in place of filling out this section. Resumes may be attached for more specific descriptions of duties and responsibilities.

List all previous employment. Begin with your PRESENT or most recent job and describe all periods of employment. Provide complete information for each position. Include volunteer work or hobbies where you gained relevant experience or skills. Use additional copies of the form, if needed.

Job Title <u>Government Operations Consultant</u> Company <u>State of Florida</u> City <u>Tallahassee</u> State <u>Florida (FL)</u> Phone <u>850-922-0603</u> Supervisor's Name <u>Frank Koutnick</u> Dates Employed (From) <u>03/1992</u> (To) <u>10/2004</u> Hours Worked Per Week <u>40</u> Salary <u>\$33,390.00</u> Per Year Reason For Leaving <u>New challeges</u> May we contact the employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specific Duties Conduct various workshops, Review ordinances, Review parts of Comprehensive Emergency Management Plans CDBG applications and awards, Hazard Mitigation Grants. Conduct National Flood Insurance Program compliance reviews with local governments and write reports of findings. Served as Disaster Field Officer, Community Outreach Coordinator, Recovery Center Manager, Human Services Coordinator, and Mitigation Officer or as needed in disasters. Wrote booklet and brochures for the Community Rating System and followed through printing.
Job Title <u>Planning and Evaluation Specialist</u> Company <u>State of Florida/DCA</u> City <u>Tallahassee</u> State <u>Florida (FL)</u> Phone <u>850-487-3644</u> Supervisor's Name <u>Marcus Hepburn</u> Dates Employed (From) <u>10/1989</u> (To) <u>04/1990</u> Hours Worked Per Week <u>40</u> Salary <u>\$15,480.00</u> Per Year Reason For Leaving <u>Promotion</u> May we contact the employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specific Duties Review and comment on the impacts of amendments to Areawide Developments for compliance with Chapter 380 Florida Statutes. Analyze and evaluate technical information for planners about developments. Prepared and analyzed data for electronic data file entry. Managed microfilm files for processing. Tracked and evaluated State Intergovernmental Coordination projects (SAIs).
Job Title <u>Planner</u> Company <u>State of Florida/DCA</u> City <u>Tallahassee</u> State <u>Florida (FL)</u> Phone <u>850-922-1797</u> Supervisor's Name <u>Alex Magee</u> Dates Employed (From) <u>05/1989</u> (To) <u>02/1990</u> Hours Worked Per Week <u>40</u> Salary <u>\$18,880.00</u> Per Year Reason For Leaving <u>For Promotion</u> May we contact the employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Specific Duties Review and asses the impacts of Developments of Regional Impact (DRI) based on requirements of Chapter 380 Florida Statutes. Prepare recommendations and speak to commissions or councils about concerns of compliance. Coordinate with other agencies, state and federal and incorporate their comments in report. The impacts were related to transportation, environmental(plants and animal), archilogical, marine, commercial, puglic infracture, airports and schools. Write binding letter if not determined a DRI.

Job Title <u>Community Assistance Specialist</u>	Specific Duties Recruit, interview, and certify clients and landlords for the Rental Housinbg Program in a 15 county area surrounding Leon County. Verify client income information, inspect rental unit to meet HUD standards, require repairs if needed, negotiate rental contract with landlord, calculate clients portion of rent and utilities. Develop reports, maintain waiting lists, respond to inquiries and correspondence. Handle landlord/client problems of HUD noncompliance.
Company <u>State of Florida/ Dept of Community Affairs</u>	
City <u>Tallahassee</u> State <u>Florida (FL)</u> Phone <u>850-487-3644</u>	
Supervisor's Name <u>Linda Frohock</u>	
Dates Employed (From) <u>10/1985</u> (To) <u>09/1988</u>	
Hours Worked Per Week <u>40</u> Salary <u>\$13,948.00</u> Per <u>Year</u>	
Reason For Leaving <u>Promotion</u>	
May we contact the employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

OFFICE SKILLS		Please indicate areas of competency:	
<input checked="" type="checkbox"/> Computer: Word Processing	<input type="checkbox"/> Filling		
<input type="checkbox"/> Computer: Spreadsheets	<input type="checkbox"/> Typing	wpm	
<input type="checkbox"/> Computer: Databases	<input type="checkbox"/> Shorthand	wpm	
Specific Software Expertise: (Please list at right)	Word, Word Perfect, Excel, Access, CIS		

TRADE SKILLS		Check all that apply:	
<input type="checkbox"/> Automotive Mechanic (explain)			
<input type="checkbox"/> Electrician (explain)			
<input type="checkbox"/> Carpentry:	Yrs	Framing	Yrs
<input type="checkbox"/> Furniture Repair (explain)			
<input type="checkbox"/> HVAC:	Yrs	Boilers	Yrs
	Yrs	Ductwork	Yrs
	Yrs	Chillers	Yrs
	Yrs	Pneumatic Controls	Yrs
<input type="checkbox"/> Plumbing:	Yrs	Rough-in	Yrs
	Yrs	Clean-out	
<input type="checkbox"/> Painting:	Yrs	Trim	Yrs
	Yrs	Pressure Cleaning	Yrs
	Yrs	Spray	Yrs
<input type="checkbox"/> Custodial Work:	Yrs	Floor Polishers	Yrs
	Yrs	Carpet Shampooing/Cleaning Machines	
<input type="checkbox"/> Grounds keeping:	Yrs	Mowing	Yrs
	Yrs	Pest Control	Yrs
	Yrs	Fence Repair/Installation	
	Yrs	Tree/Shrubbery Maintenance	
<input type="checkbox"/> Small Engine Repair (explain)			
<input type="checkbox"/> Welding (explain)			

EQUIPMENT OPERATION		Please indicate the length you have operated any of the following:	
TYPE	HOW LONG (Yrs)	TYPE	HOW LONG (Yrs)
Chainsaw		Bull Dozer	
Power Tools (saws, drills, etc)		Farm Tractor	
4 Yard Dump Truck		Tractor with Slope mower	
Tandem Dump Truck		Tractor with Bush Hog	
Flatbed Truck		Tractor with Rotovator	
Motor Grade		Tractor with Seeder/Mulcher	
Hydraulic Excavator		Front End Loader/Backhoe	
Drag Line		Roller/Rubber or Steel Tire	

OTHER SKILL AREAS / TRAINING		List below any courses, seminars, workshops, conferences, or other training that are especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be fairly evaluated. (course title, length, content, etc.)	
Date	Title	Length(days)	Relevant Content

Other Skills

REFERENCES		Give below the names of three persons not related to you whom you have known at least one year.	
NAME	ADDRESS/BUSINESS/PHONE	YEARS	
Paul Duval	National Weather Service, Tallahassee Ph. 942-8831	11	
Jon Cadell	Department of Community Affairs, Tallahassee Ph. 487-1824	9	
Prasad Inmula	FEMA Region IV, 3003 Chamblee Tucker Rd. Atlanta GA 30341 Ph. 770-220-5420	9	

CERTIFICATE OF APPLICANT (PLEASE READ CAREFULLY)
 I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresentation or omission of fact may cause my application not to be considered; or, if I have been employed, may cause for my immediate dismissal. I authorize the Human Resources of Leon County to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I understand that a Background check is a required condition of employment. I further understand that, if I am selected for employment, prior to appointment I will be required to successfully pass a pre-employment drug test. I have no objection to having my record cleared through appropriate law enforcement agencies.

Date 10/18/04 13:52 Signature of Applicant Linda G Bell

Additional Information

1975-77 worked at Vocational Rehabilitation as the Leave and Attendance Clerk under Ms. Margaret Mathers.

1977-78 worked at Environmental Protection as an Account Clerk for Ms. Sylvia Minton. Left to attend college.

1978-80 Worked part time at Board of Regents for John Van Beck in the program for professionals who wanted to work in the university system in Florida. This was while I in college at Tallahassee Community College and FSU.

Leon County Board of County Commissioners**NOTICE OF INTENT TO OBTAIN A CONSUMER REPORT**

I understand that, as a condition of my consideration for employment with the County, or as a condition of my continued employment with the County, the County may obtain a consumer report.

A "consumer report" is any written, oral or other communication of any information by a consumer reporting agency bearing on the employee's or applicant's creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living that includes, but is not limited to, my credit history or similar characteristics, employment and education verifications, social security verification, criminal and civil history, Department of Motor Vehicle records, any other public records, and any other information bearing on my credit standing or credit capacity.

I understand that, pursuant to the federal Fair Credit Reporting Act, National Research Group, Inc. an agent of the County, will provide me with a copy of any such report if the information contained in such report, is in any way, to be used in making a decision regarding my fitness for employment with the County. I further understand that such a report will be made available to me prior to any such decision being made.

Signature of Applicant or Employee

10/18/04

Date

Linda G Bell

Printed Name of Applicant or Employee

For Inquiries and Reports Contact:

<p>Larmond J. Boatwright Human Resources Generalist Leon County Board of County Commissioners 301 South Monroe Street, Suite 201 Tallahassee, Florida 32301 (T) - 850-487-2220 (F) - 850-488-6293 Email: BoatwrightL@mail.co.leon.fl.us</p>	
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